

EXECUTIVE SECRETARY

DISTINGUISHING FEATURES

The fundamental reason the Executive Secretary exists is to perform highly skilled often complex, non-routine assignments for executive level management. This classification is not supervisory. Work is performed under the general supervision of a City executive to whom the incumbent is assigned. Executive Secretary is distinguished from Administrative Secretary by the direct reporting relationship to an executive of multiple departments and/or divisions, the requirement of special skills, and the advanced level of complexity and confidentiality of the work assigned.

ESSENTIAL FUNCTIONS

Coordinates business and ceremonial dates for executive level management.

Schedules meetings, appointments and conference room bookings.

Arranges for press conferences and special management meetings.

Maintains electronic/engagement calendars for executive level management of area assignment.

Greets visitors, responds to telephone inquiries and directs inquiries to appropriate staff.

Prepares and composes written documents and correspondence requiring independent judgment in handling format, procedure and context.

Responds to sensitive requests for information that may involve confidential matters.

Establishes, organizes, and maintains complex paper and computerized filing systems; orders and maintains office supplies.

Participates and assists in the administration of program functions in the office to which assigned.

Attends meetings, takes minutes and transcribes minutes for distribution as necessary.

Maintains regular consistent attendance and punctuality.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Proper business English, spelling, and math.

Modern office practices, procedures and equipment.

Municipal organization and functions at the executive level.

City rules, regulations, policies, and procedures.

PC software applications necessary to perform work including Microsoft Office software, Word, Excel, PowerPoint, and Access.

Rules of formatting correspondence and reports.

Ability to:

Type/key 65 wpm (words per minute) net.

Plan, organize, and coordinate activities.

Prioritize work.

Sit for extended periods of time.

Communicate verbally to respond to spoken requests over the phone or in person.
Explain policies, rules and regulations.
Operate a variety of standard office equipment, including a personal computer, which requires continuous and repetitive eye and arm or hand movement.
Establish and maintain effective working relationships with City officials, City staff, and the general public.
Handle confidential issues.
Perform special projects as assigned.
Comprehend and make inference from written material and/or verbal and written instructions.
Listen and communicate effectively both orally and in writing with all those encountered in the course of work.
Move objects weighing less than 20 pounds, such as mail, supplies, and files short distances.
Make numerical computations including adding, subtracting, multiplication and division.

Education & Experience

Requires graduation from high school or GED and five years extensive experience in a progressively responsible secretarial capacity and proficiency with word processing software. A minimum typing speed of 65 wpm (words per minute) net is required. Advanced secretarial training, education and municipal secretarial experience is highly desirable. Designation as a Certified Professional Secretary by Professional Secretaries International is desired.

A valid Arizona driver's license with no major driving citations in the last 39 months is required for all driving positions.

FLSA Status: Exempt

HR Ordinance Status: Unclassified